



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Account Specialist-Clerk of the Court

FLSA: NE

SERVICE: Judicial

REVISED: 09/29/05

Summary: Under limited supervision, performs a variety of skilled clerical accounting tasks related to financial activities in superior court; applies high level bookkeeping principles to the maintenance of financial accounts and records; posts records of payments collection and disbursements; performs related duties as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Receives, receipts, records and deposits payments to various accounts, which may include handling very large sums of cash.
- Updates files and records associated with financial activities.
- Handles accounts payable and/or accounts receivable activities.
- Tracks and monitors financial activities in all case types.
- Checks balances and cross references different accounts.
- Utilizes automated accounting system and enters financial obligations associated with all case types.
- Secures monies. Disburses monies to victims, case parties/attorneys.
- Monitor bond book and disburses bonds.
- Researches and gathers related paperwork and documents for problem accounts, including stale-dated, uncashed checks.
- Checks accuracy of account codes and spot checks financial work of other clerks. Makes necessary corrections on codes and/or receipts.
- Voids receipts.
- Researches various sources for payment of victims and cross references and credits payment by co-defendant.
- Researches payment history, debts and general ledger entry.
- Assists callers on the phones or walk-in customers.
- Prepares and maintains records, legal forms and files.
- Communicates with attorneys, other courts, law enforcement agencies and the public.
- Assists at file counter with filing and processing cases.
- Reports monies received over \$10,000 to I.R.S.

Knowledge and Skills:

- Knowledge of applicable statutes, rules, administrative orders, operational policies and Federal rules and requirements.
- Knowledge of bookkeeping principles, practices and governmental coding systems and procedures.
- Knowledge of automated accounting systems, including hardware and software, and data entry and verification procedures.
- Knowledge of proper fund coding for documents and court-ordered obligations.
- Knowledge of principles and practices of Minimum Accounting Standards and Generally Accepted Accounting Practices.
- Knowledge of research principles, practices and methods.
- Skill in operating common office equipment including computers and associate accounting and office software.
- Skill in rapidly calculating and verifying arithmetic computations.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND one year of college level courses in finance, accounting, business administration or related field OR three years experience in financial support work such as bookkeeping or accounting clerk work.